JOHN PERRY PRIMARY SCHOOL

Job Title: Finance & Admissions Assistant
Location: John Perry Primary School, Charles Road, Dagenham, RM10 8UR
E-mail: hr@johnperryprimary.co.uk
Hours: 35 hours per week, term-time only plus 5 days
Salary: Scale 5, Point 12 – 15 (£33,609 - £35,109 to be pro-rata)
Contract Type: Permanent
Reports To: Senior Admin & Admissions Office, SBM and Headteacher
Responsible For: N/A
Start Date: ASAP

John Perry Primary School is a 'Good' 3-form entry school, on a journey of school improvement to Outstanding with improved pupil outcomes at the end of each Key Stage.

We are looking for an experienced Finance and Admissions Officer to provide efficient and effective finance, admissions, and administrative support to the School Business Manager (SBM), contributing to the smooth day-to-day operation and management of the school office. This is an exciting opportunity for a committed professional looking to develop their career in a rewarding, multifaceted role within our school administration team.

The successful candidate must have excellent organisational, numerical, and communication skills, as well as the ability to work efficiently on their own and effectively as part of a collaborative team.

Your Role:

- Financial Administration & Systems**:** Assist the SBM with ordering, invoice processing, fee collection, monitoring outstanding debts, month-end procedures, and using financial management systems like Arbor Finance.
- Admissions Coordination: Take on day-to-day responsibility for the school's admissions process, acting as a primary point of contact for prospective families from initial enquiry to enrolment.
- ParentPay & Payments: Manage the administration of ParentPay for school activities, trips, and clubs, resolving parent queries and following up on outstanding balances.
- Pupil Records & Data: Maintain accurate pupil databases on the school's Management Information System (MIS), managing applications, waiting lists, secure record transfers, and supporting statutory census returns.
- Agency & Payroll Support: Administer authorized agency staff bookings, process and verify timesheets, and assist the SBM with staffing-related financial information.
- Communication & Customer Service: Provide a welcoming, professional, and responsive front-of-house service to parents, pupils, staff, visitors, and external agencies.

What We Are Looking For:

- A relevant Level 3 qualification in Business Administration, Finance, Accounting, or equivalent experience, with an excellent standard of English and mathematics.
- Demonstrable experience working in financial administration (processing invoices, orders, payments) and maintaining accurate financial records.
- Proven track record in handling data administration, processing admissions applications, managing transfers, and working tightly to deadlines.
- Confident IT skills, with proficiency in Microsoft Office (particularly Word and Excel) and a capacity to learn and navigate school MIS/financial systems (e.g., Arbor, ParentPay).
- Excellent verbal and written communication skills with a professional, approachable, friendly, and discreet nature.
- A highly organised individual with strong attention to detail who can effectively prioritise demands in a busy school office environment.
- Clear understanding of safeguarding protocols, data protection (GDPR), and the absolute importance of handling sensitive pupil and staff information with confidentiality.

To apply for this role, please visit our website on https://johnperryprimary.co.uk/about/#job_vacancies and download an application form and Job Description/Person Specification.

Closing date: **Friday 4th December 2026 at 12pm**
Shortlisting: **Monday 7th December 2026**
Interviews: **Friday 11th December 2026**

Please also note that we will *only* communicate further with applicants shortlisted for an interview.

Should you have any queries, please contact our School Business Manager, Mai-Anh Dien by email mdien@johnperryprimary.co.uk.

Completed application forms must be returned to the following email address: hr@johnperryprimary.co.uk or delivered to the Admin Office, John Perry Primary School

This role will involve contact with, and responsibility for, children and will amount to 'regulated activity'. The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The school may carry out online searches on shortlisted applicants. Appointments are also subject to satisfactory references/medical clearance/DBS and social media checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Criminal Records Bureau Disclosure at Enhanced level, will be undertaken on all applicants. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age. The school is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview in order to assess their suitability to work with children."

John Perry Primary School is an equal opportunities employer.